

Burrillville Extended Care (BEC)

Board of Directors

Minutes

September 18, 2007

Called to Order and Attendance/Review Agenda:

Meeting called to order by Amy Shangraw-Ricci-Chair at 6:30 p.m.

Members Present-Amy Shangraw-Ricci, David Brunetti, Newt Stevens, Juliette Lopez-Recinos and Dr. David Van Dyke.

Members Absent- none

Members Excused- none

Others Present: Parks & Recreation Director Cheri Hall, BEC Site Directors Kelly Cournoyer and Lisa Nault.

Minutes of the June 4, 2007 regular meeting to be accepted:

Motion to accept by Dave Brunetti. Seconded by Juliette Lopez-Recinos.

Discussion: David Brunetti requested clarification of where the volleyball set has been delivered and being utilized. The Director clarified that the volleyball equipment is being utilized at the Callahan site and should be added to the June 4, 2007 meeting minutes. David Brunetti questioned on page 5 requested clarification regarding the Victorian Holiday program activity. The minutes currently read "It was noted it would be better for the program activity to be closer to

Santa". Amy Ricci recommended changing to "However, it is noted that the program activity for children should be located nearer to Santa".

Motion to accept with amendments by Dave Brunetti. Seconded by Newt Stevens. Motion carried 4-0.

Amy Shangraw-Ricci made note of the arrival of Dr. Van Dyke.

Correspondence:

None

Good and Welfare:

None

Old Business:

1. Library Room Sponsor -

The Director stated she was hoping Town Council Liaison Cynthia Roe would be in attendance at this meeting regarding the procedure for becoming a Library Room Sponsor. Newt Stevens recommended contact with Town Manager Michael Wood or Town Council President regarding the Library Room Sponsor procedure. David Brunetti asked what is involved in becoming a Library Room Sponsor. Amy Ricci explained that BEC would sponsor a room and a plaque would be hung above the door to show sponsorship and maintain

permanent visibility in the community. Discussion regarding amounts of sponsorship took place. The line item to be utilized for payment will be determined by the Finance Director.

Motion made by Newt Stevens to approve to pay up to \$500 from BEC to become a Library Room Sponsor with the option to revisit if necessary if amount is higher Amy Shangraw-Ricci stated that the Board would like the plaque to be for a kids reading room. Seconded by Dr. Van Dyke. Motion carried 5-0.

2. Callahan Tables-

The Director reported that Callahan School Principal Brissette contacted her regarding the need for two additional cafeteria tables and was requesting financial assistance from Burrillville Extended Care. A quote was received today for the two tables totaling \$2,900 including delivery.

When BEC purchased tables for the Callahan School Cafeteria approximately five years ago the cost was lower at approximately \$900 per table. The Director then contacted the Principal Brissette to see if the price could be split with the school. Newt Stevens questioned where the tables were coming from and how much the delivery charge is. The Director stated the tables are coming from Connecticut but the delivery charge is not broken down in the quote. Newt Stevens requested finding out the cost of delivery fee because he will donate his time to go get them instead. Principal Brissette

agreed to pay \$1,000 towards the purchase of the two tables. The cost to BEC would be approximately \$1,900 or less if the delivery fee was not included. Since this is a capital expense from the investment account, the Town Manager would be contacted for approval.

Motion made by Juliette Lopez-Recinos to purchase the two tables with \$1,000 from Callahan Elementary School and approximately \$1,900 less delivery charges. Seconded by Newt Stevens. Motion carried 4-0. Dr. Van Dyke abstained from the vote due to lack of understanding the history of the purchase.

3. Financials-

The Director distributed the financials including both the short version and itemized version for the board to review. The report does not include updated wages of approximately \$100,000. As of right now the profit line is approximately \$24,000. To date, there has not been any clothing purchased but the program will need to purchase approximately 10-15 jackets. Lisa Nault stated a comparison was done between the costs of jackets versus heavy sweatshirts. The jackets are more costly at \$25 each and the staff would prefer sweatshirts, which cost \$15 each. Kelly Cournoyer stated that it can say BEC STAFF on the back of the sweatshirts like shirts purchased previously. Sweatshirts would have to be worn as the top layer of clothing.

David Brunetti questioned purchasing quilted vests for the winter

also. The BEC staff with research the costs for vests also. Lisa Nault will come to the December meeting with suggestions for the vests with the staff's input.

A motion by Juliette Lopez-Recinos made the motion for the sweatshirts to be purchased. Seconded by Dave Brunetti. Motion carried 5-0.

The Director stated the Finance Director John Mainville and Treasurer Mark Adams have been very good in forwarding the BEC investment account statements. According to the current August statement, BEC has \$315,000 in the investment account. Kelly Cournoyer reported that the summer bill from IGA was only \$724. The Director stated that the BEC Site Coordinators should make sure they are purchasing all they need for the program as mandated by the state.

The Director stated that Dave Brunetti had asked the status on the checking account. It was reported that this had become a non-issue regarding the \$5,000 in the checking account because there is always at least a \$5,000 balance maintained and the same checking account is being utilized. Over the summer there was approximately \$7,100 in checks written. There was a question from the Finance Department regarding the purchase of the gift cards. The cards could only be purchased with cash or a credit card. Consequently, a check was authorized to be cashed at the bank.

The other question from the Finance Department was regarding the purchase of the Callahan site volleyball set. An explanation was given that this information was shared during the budget process.

The contracts for the full-time BEC staff were revisited and the Town Manager did approve evaluations with bonuses up to \$1,000 each.

New Business:

Pre-school Steere Farm-

The School Department pre-school was moved over to Steere Farm from A.T. Levy School. BEC has always utilized inside the fenced in area behind the school when field hockey was utilizing the field area. Now BEC has not been allowed to utilize the fenced in area because the pre-school has their older play equipment there. Consequently, a package of new play equipment was compiled totaling approximately \$780 plus freight charges which would benefit the pre-school and the BEC kindergarteners. This would allow for BEC to once again utilize inside the fenced in area behind the school.

A motion by Juliette Lopez-Recinos to purchase the Little Tykes playground equipment. Seconded by Amy Shangraw-Ricci. A presentation to the School Committee in November will be made demonstrating the contribution the BEC program is making to the community including the Jr. Police Academy. Motion carried 5-0.

Policy manuals were made available to the BEC Board. Currently

there are 200 children among 100 plus families. There is a waiting list for the Steere Farm Elementary site due to staffing. There are currently 24 children registered at the middle school. One more staff person was hired yesterday. Right now attendance is low for the middle school due to soccer and cross country, but the numbers usually pick up after that.

Next Meeting: Monday, December 3, 2007, 6:30pm, Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Meeting adjourned: Motion to adjourn at 7:08pm by Amy Shangraw-Ricci. Seconded by Judy Lopez-Recinos. Motion carried 5-0.